

Mandatory Form
VN027 (Rev. 1/10)

**VENTURA SUPERIOR COURT
GUARDIANSHIP FILING INFORMATION**

The filing fee for Guardianship of the Person only is \$200. You may qualify for a financial hardship. An Application for Waiver of Court Fees and Costs must be filled out and submitted at the time you file your petition for guardianship. Forms are available from the clerk, self-help centers, and online at: <http://www.ventura.courts.ca.gov/>.

Pursuant to Probate Code Section 1513 an investigation is to be completed prior to the appointment of a guardian. There is an assessment fee of \$600 for the Court Investigators report. The court may assess the parents, other persons charged with the support of the (proposed) ward, the (proposed) guardian or the estate of the (proposed) ward. The Court may waive assessments due to hardship.

All forms must be typed or legibly handwritten.

One original and two copies of all documents submitted for filing must be provided so that there are sufficient copies for the parties and the court investigator.

The release of School and Medical Information must be completed and submitted at the time of the filing of the petition, if you are petitioning for guardianship of the person.

One copy of the birth certificate for each (proposed) ward must be submitted.

Criminal and child abuse background checks will be done on the proposed guardian(s).

A petition for temporary guardianship cannot be filed unless a petition for General Guardianship has been filed. For emergency/temporary guardianship, an ex parte hearing must be set with the Judge's secretary. The court has the discretion to decline a request to set an ex parte hearing if the reasons for seeking a temporary order are not considered an emergency. **Do not fill out temporary guardianship papers until an ex parte hearing has been scheduled.**

The Order and the Letters of Guardianship must be completed before the hearing. You must have your Orders and Letters reviewed by the staff in the Self Help Center located in Room 400 of the Hall of Justice or the JC Family Resource Center located in Room 206 of the Juvenile Courthouse at least 5 days prior to the hearing.

Guardians are required, by law, to file a status report with the court each year after being appointed. If you are appointed, the court will send you a notice and form to fill out each year, which you must return to the court immediately. If you fail to do so, you may be required to appear in court. As a guardian, you must let the court know your new address if you move after guardianship is granted.

A list of Low Cost/Free Legal Clinics and Services is available from the forms clerk.

**VENTURA SUPERIOR COURT
GUARDIANSHIP FILING INFORMATION**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) Telephone Number		FOR COURT USE ONLY
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2110		
PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT		CASE NUMBER:
<input type="checkbox"/> REQUEST <input type="checkbox"/> COUNTER REQUEST FOR MANDATORY SETTLEMENT CONFERENCE/TRIAL SETTING (FAMILY LAW)		
All Case Review Conferences will go off Calendar if a Mandatory Settlement Conference is Scheduled. Estimated trial time: _____ Petitioner/Respondent/Claimant herein hereby requests that a Mandatory Settlement Conference be set on a date after _____ . Additionally, the following dates are unacceptable for the Mandatory Settlement Conference: _____ . Names, addresses and telephone numbers of attorneys or of parties representing themselves: <div style="display: flex; justify-content: space-between;"> <div>For Petitioner</div> <div>For Claimant</div> <div>For Repondent</div> </div>		COURT USE ONLY Date: _____ Tme: _____ Courtroom: _____ <input type="checkbox"/> Pro Per

I hereby represent to the court that all essential parties have been served with process or have appeared, and declared that this case is at issue as to all such parties; that no amended or supplemental petition or cross-petition/complaint or other affirmative pleading remains unanswered; that, to my knowledge, other parties will not be served with a summons prior to the time of trial; and that I know of no further pleading(s) to be filed.

Dated: _____

Signature of Attorney/Party

- ☐ Petitioner/Plaintiff
☐ Respondent/Defendant
☐ Claimant

PROOF OF SERVICE BY MAIL

I am over the age of 18 and not a party to this cause. I am a resident of, or employed in, the county where this mailing occurred. I served the REQUEST FOR MANDATORY SETTLEMENT CONFERENCE/TRIAL SETTING (FAMILY LAW), by placing a true copy in a sealed envelope with postage prepaid, addressed to each person whose name and address is given below, and depositing the envelope in the United States mail on the date stated below.

Date of deposit: _____

Place of deposit: _____
City and State

I declare under penalty or perjury under the laws of the State of California that the foregoing is true and correct.

Executed on: _____

Residence/business address of declarant

Signature of declarant

NAME AND ADDRESS OF EACH PERSON TO WHOM MAILED

NOTES: Any party not in agreement with the information or estimates given in the statement shall, within 10 days after service, serve and file a statement in his/her behalf.

Affidavit of mailing must be completed before acceptance by the Court.

All parties **must** serve Preliminary Declarations of Disclosure and file proof of service with the court prior to the Mandatory Settlement Conference.

SEALING YOUR JUVENILE RECORD

If you were arrested or cited for any offense as a juvenile (before age 18), you may apply to have your juvenile record sealed **if**:

1. You are now 18 years old or older, or
2. Your case was closed or your probation grant ended more than five years ago.

The Court cannot and will not seal your juvenile records **if**:

1. You were convicted of an offense listed in Section 707(b) of the Welfare and Institutions Code and you were 14 years of age or older at the time of the conviction.
2. You are now on juvenile or adult probation or parole, or you have any cases pending in Court or there are other circumstances which would indicated rehabilitation has not been attained to the satisfaction of the court; or
3. You have been convicted of any felony as an adult; or
4. You have been convicted of any misdemeanor involving moral issues as an adult, such as theft, sex offenses, drug use, or drug possession.
5. Are there any pending civil actions relating to this criminal case? No Yes Civil Case No. _____
6. You have any open or pending cases.

If you qualify under all of the above, fill out the attached form. Questions about whether you qualify may be directed to Ventura Probation Agency at 654-2132. This is a legal document. It must be completed in a legible manner. Follow these instructions exactly:

Enter your name and address if you are acting as your own attorney. Enter your telephone number.

Enter the case name: IN THE MATTER OF THE MINOR (your name):

Enter the case number (if you know it).

The next eight lines are for current information- the name you are using now, and your current identifying information. If you do not have an attorney now, leave that space blank.

The next boxes are for all the arrests or citations you had as a juvenile, but only **in Ventura County**. "DATE" is the date (as close as possible) that you were arrested or cited. "AGENCY" is the police department that arrested or cited you. "VIOLATION" is what you were arrested or cited for. You do not need to know the code number, just the name of the offense, like 'auto theft,' 'possession of alcohol,' curfew,' 'driving without a license,' etc. "DISPOSITION" is what happened as a result of your offense, such as 'work assignment,' 'fine,' 'informal probation,' 'Juvenile Justice Facility,' etc. **Be as complete as possible in this section.** You may not attach a printed copy of your arrest record instead of filling in this section of the form. We can only seal the offenses we know about, and we can only ask the police agencies to seal the cases you list on this form. If you need more space attach a second sheet of paper with the additional information. If you had arrests in another county, apply for sealing there also.

You must sign and date the form. No one else can apply for sealing your record.

Return the completed form along with the fee of \$120.00 to: Ventura Superior Court, Juvenile Courthouse
P. O. Box 6489 Ventura, Ca., 93006-6489
4353 E. Vineyard Ave., Room 122, Oxnard, Ca., 93036

Filing fees are not refundable if it is determined that you are ineligible to have your record sealed or if your petition to seal your juvenile record is denied.

If you cannot afford to pay the filing fee, you may apply for a fee waiver. Applications are available in the Clerk's office at the address noted above.

The Court must order sealing of juvenile record, and it can take several months to complete the process. You may not have to appear in Court. You will be notified of the Court's decision by mail. If your record is sealed, no one can find out about your juvenile record unless you tell them about it: except your Department of Motor Vehicles' record cannot be sealed from insurance companies. Insurance companies can obtain copies of sealed DMV records in order to set policy rates and determine insurance eligibility. If you have any questions, you may call 981-5988.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA
CIVIL DIVISION

HOW TO FILE AN ANSWER TO AN UNLAWFUL DETAINER COMPLAINT

Who must file: Anyone over the age of 18, named as a defendant on an Unlawful Detainer Complaint. If you were served the complaint personally, you have 5 days to respond. If you were served by substitute service or by a posting order, you have 15 calendar days to respond. If your last day to respond falls on a Saturday, Sunday, or a court holiday, you must file your answer by 5:00 p.m. of the following business day. Failure to file an Answer to the Unlawful Detainer Complaint may result in a judgment against you and an eviction from the premises.

You must submit the proper filing fee and the following forms: Filing fee per person for filing an Answer is \$325.00 for Limited Civil Filings (\$200.00 if amount demanded is \$10,000 or less) and \$350.00 for Unlimited Civil filings. If there is a financial hardship, you may submit an Application and Order for Waiver of Court Fees at the time your answer is filed, and if it is determined that you qualify, the filing fee may be waived. Each person filing an Answer will need to file a separate Application and Order for Waiver of Court Fees.

Answer – Unlawful Detainer - Judicial Council form UD-105 and any supporting documents

Proof of Service by First-Class Mail-Civil - Judicial Council form POS-030

You must have someone serve a copy of your Answer and a copy of the completed Proof of Service by First Class Mail – Civil on the plaintiff (see note below). This must be done *before* you come to the Clerk's Office or the clerk cannot file your answer.

File the original documents with original signatures and correct filing fees at one of the clerks' offices located at either 800 S. Victoria Avenue, Room 210, Ventura or 3855-F Alamo Street, Simi Valley.

How to complete and file your Answer-Unlawful Detainer: If you are representing yourself, you are in pro per. In the section at the top the Answer-Unlawful Detainer, type your name and the name of any other person answering, your address, and a telephone number.

Complete the court information with the address of the court where the plaintiff, the person who is suing you, filed the action. This information will be found on the Complaint you were served.

Enter the name of the plaintiff(s) and the defendant(s) as stated on the Complaint. Enter the case number as stated on the Complaint.

Complete sections 1 through 7 as it pertains to you.

Section 1: You must state your name as it appears on the Complaint. If this is not your "true" name, you must enter your correct name and enter the statement "erroneously sued as" then the incorrect name on the Complaint. (Example: Jane Doe erroneously sued as Jane Roe.)

Sections 3-6: Answer each statement as it pertains to you.

Section 7 must be completed in all cases.

Each person filing the answer must sign the Answer and the Verification on page 2.

***Regarding the Proof of Service by First Class Mail - Civil:** You may not complete this form. It must be completed by a person over the age of 18 years old who is not a party to the action. This person must complete all the information on this form, and place a copy of your Answer-Unlawful Detainer and a copy of the Proof of Service by First Class Mail- Civil in a stamped envelope addressed to the plaintiff or their attorney if they have one and place the envelope in the mail.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) Telephone Number E-MAIL ADDRESS ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2110	
PETITIONER: RESPONDENT:	
FAMILY LAW CASE STATUS REPORT	CASE NUMBER:
	FOR COURT USE ONLY COURT DATE _____

- Case Plan:** This case is on:

☐ Standard Case Plan A
☐ Complex Case Plan C
☐ None

☐ Standard Case Plan B
☐ Alternative Dispute Resolution Case Plan D,
 (Form must be completed **jointly** to remain on Case Plan D)
- Statement Prepared by:**
☐ Petitioner
 ☐ Respondent
 ☐ Jointly
- Reconciled:** Have the parties reconciled?

☐ NO
☐ YES, please dismiss the case.
☐ Parties are attempting reconciliation. Please put case on hold for: ☐ 6 months ☐ 12 months
- Default:** If it has been more than 30 days since the Respondent was served, has the Request to enter Default been filed?

☐ YES. If YES, Judgment will be filed on or before _____
☐ NO. If no, why not?

☐ Response filed.
☐ Parties have agreed to alternative dispute resolution and are on Case Plan D
☐ Other: _____
- Meet and Confer Requirement.** Have the parties had a meeting to try and settle all the issues?

☐ YES
☐ NO. If NO, explain: _____
- Settlement:** Has the case settled?

☐ NO
☐ YES. If YES, the Judgment will be filed on or before: _____

Short Title:	Case Number:
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7. Issues: This case involves the following issues and the status is (check all that apply):

<input type="checkbox"/> Child Custody and Visitation:	<input type="checkbox"/> resolved by agreement or order	<input type="checkbox"/> no agreement
<input type="checkbox"/> Child Support:	<input type="checkbox"/> resolved by agreement or order	<input type="checkbox"/> no agreement
<input type="checkbox"/> Spousal Support:	<input type="checkbox"/> resolved by agreement or order	<input type="checkbox"/> no agreement
<input type="checkbox"/> Division of Interest in Residence:	<input type="checkbox"/> resolved by agreement or order	<input type="checkbox"/> no agreement
<input type="checkbox"/> Division of Pension(s):	<input type="checkbox"/> resolved by agreement or order	<input type="checkbox"/> no agreement
<input type="checkbox"/> Division of Debts:	<input type="checkbox"/> resolved by agreement or order	<input type="checkbox"/> no agreement
<input type="checkbox"/> Attorney's fees and Costs:	<input type="checkbox"/> resolved by agreement or order	<input type="checkbox"/> no agreement

8. Disclosures and Discovery: (Dissolution or Legal Separation only)

Were the Declarations of Disclosure served?

	<u>Preliminary</u>	<u>Final or filed a Waiver</u>	<u>Filed Declaration re Service (FL-141)</u>
Petitioner	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Respondent	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

The following Discovery remains to be completed and is expected to be completed on: _____

9. Case Plan Progress:

If assigned to a Case Plan, will this case meet Case Plan guidelines or Case Progression Plan and Orders?

☐ YES ☐ NO.

If No, Please explain in detail any issues that may make it difficult to meet the Plan Guidelines:

If on Case Plan B and a Default or Response is not filed, a Status report only may be filed if compelling reasons are contained in an attached declaration.

10. Mandatory Settlement Conference:

If a Response has been filed, the Court will schedule a mandatory settlement conference.

Approximately what month do you believe this should be scheduled?

Month _____ Year _____

11. Dates you are not available to come to court. _____

This Status Report accurately reflects the present status of the case.

Dated: _____

Signature of Party/Attorney for Party

(The following is for jointly submitted reports only)

This Status Report accurately reflects the present status of the case.

Dated: _____

Signature of Party/Attorney for Party

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)	Telephone Number	FOR COURT USE ONLY
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2110		<input type="checkbox"/> LIMITED CIVIL CASE
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:		
NOTICE OF MOTION AND MOTION FOR ORDER <input type="checkbox"/> SETTING ASIDE DEFAULT <input type="checkbox"/> VACATING DEFAULT JUDGMENT <input type="checkbox"/> STAYING EXECUTION OF JUDGMENT <input type="checkbox"/> EXPARTE		CASE NUMBER: _____ HEARING DATE: _____ TIME: _____ COURTROOM: _____ COMPLAINT DATE: _____

☐ **MOTION FOR ORDER SETTING ASIDE DEFAULT/VACATING DEFAULT JUDGMENT**

1. Defendant _____ does hereby move the court, pursuant to Section 473 of Code of Civil Procedure, for an order:
 - ☐ setting aside the default entered in this action on _____
 - ☐ vacating default judgment entered in this action on _____

2. Defendant further moves for an order permitting defendant to:
 - ☐ file an Answer, a true and correct copy of which is attached to this motion and incorporated by reference.
 - ☐ appear at a trial on the merits.

3. This motion is brought because ☐ default ☐ default judgment was/were taken against defendant:
 - ☐ Defendant was mistaken as to some material fact or law relating to defendant's duty to respond.
 - ☐ Through inadvertence and/or oversight defendant failed to timely respond.
 - ☐ Defendant was prevented from responding due to an unexpected condition or situation which arose, without any default or negligence on his /her part, and which ordinary care could not have prevented.
 - ☐ Other _____

4. Defendant possesses a meritorious defense against the unlawful detainer or other civil action.

Short Title:

Case Number:

☐ **MOTION FOR ORDER STAYING EXECUTION**

5. Defendant, _____, respectfully applies under Section 918 of the Code of Civil Procedure, for an order from this court directed to the Sheriff of Ventura County, to plaintiff, and to any other persons acting on behalf of or together with plaintiff, staying execution of the judgment entered in this action on the grounds that:
- ☐ Defendant would suffer hardship if the judgment were to be executed at this time.
- ☐ The judgment may be set aside or modified as requested in defendant's motion to vacate default judgment.
- ☐ The judgment may be set aside or modified in accordance with defendant's motion for a new trial.
- ☐ The judgment may be set aside or modified in accordance with defendant's motion for judgment notwithstanding the verdict.
- ☐ The judgment may be set aside or modified in accordance with defendant's motion for relief from forfeiture and restoration of the tenancy under Section 1179 of the Code of Civil Procedure.
6. The motion filed above is filed with this application, and is now pending before this Court.

DECLARATION

7. I am the defendant in this action. I am asking the court to set aside ☐ default ☐ default judgment in this case.
8. I did not ☐ file a response to the summons and complaint ☐ appear at the trial in the case because ☐ I did not receive the summons and complaint until _____.
- ☐ I was unable to come to the court because of the following medical emergency:

☐ Other:

9. I have the following defense to ☐ eviction ☐ civil complaint for damages

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

Signature of Defendant

ATTORNEY OF PARTY WITHOUT ATTORNEY (Name and Address)		Telephone Number	FOR COURT USE ONLY
ATTORNEY FOR (Name):			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2210 <input type="checkbox"/> 4353 VINEYARD AVE, OXNARD, CA. 93036			
In the Matter of the Petition of :			
PETITION AND AUTHORIZATION TO INSPECT ADOPTION AND BIRTH RECORD INFORMATION AND TO OBTAIN COPIES; TRANSMITTAL FAMILY CODE §9200 AND HEALTH AND SAFETY CODE 102705			CASE NUMBER:

I am the Petitioner and submit the following:

1. My name is _____.
2. My mailing address is _____.
3. My residence address is _____, County of _____.
4. My telephone number is _____.
5. My birth date is _____.

6. I am now _____ years old.

7. (Check one)

☐ I am informed and I believe that I was adopted by _____
 (adopting parent(s) on or about _____, in the County of Ventura.

OR

☐ I am informed that an adoption proceeding related to _____
 (adoptivee) was completed in the County of _____, on or about
 _____ by _____ (adopting parents).

8. ☐ (Family Code §9200) I request permission to inspect the records and/or obtain copies of the records contained in the court file relating to the adoptee _____, for the following reasons:
(Family Code §9200 requires a showing of exceptional circumstances and good cause approaching the necessitous.)

(Attach additional pages if needed.)

Short Title:

Case Number:

9. ☐ (Health and Safety Code § 102705) I request permission to inspect and/or copy the original birth record contained in the State Department of Social Services files for the following reasons:

(Attach additional pages if needed.)

(Health and Safety Code § 102705 requires a showing of necessity of the order and good and compelling cause. The name and address of the natural parents shall be given to the petitioner only if he or she can demonstrate that the name and address, or either of them, are necessary to assist him or her in establishing a legal right.)

10. For the reasons stated, I request permission ☐ to obtain ☐ to inspect a copy of the following document(s):

- a.

- b.

- c.

- d.

11. Attached is a copy of a government issued current photographic identification card of the petitioner.

I request an order of the Superior Court as required by Family Code section 9200 and/or Health and Safety Code section 102705 with respect to the records relating to the above proceeding.

Date:

Signature of Petitioner

VERIFICATION

I am the petitioner in the above matter. I have read this petition and I know and understand what it states. I declare that the petition is true based upon my own personal knowledge, except as to those matters where it is stated to be based upon my information and belief, and as to those matters, I believe them to be true.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Dated:

Location of signing:

Signature of Petitioner

TRANSMITAL

**TO BE COMPLETED AND SENT BY CLERK OF THE COURT
TO SACRAMENTO ONLY IF PARAGRAPH 9 OF THE PETITION HAS BEEN CHECKED
(Health and Safety Code §102705)**

STATE DEPARTMENT OF SOCIAL SERVICES
Adoptions Branch
744 P Street, M/S 19-31
Sacramento, CA 95814

To California State D.S.S.:

The original petition seeking original birth records pursuant to Health and Safety Code section 102705 was filed in the Ventura County Superior Court on _____.

Please comply with Health and Safety Code section 102705 by sending to the Ventura County Superior Court, attention: Adoptions Clerks, a copy of all records and information it has concerning the adopted person _____ with the name and address of the natural parents removed.

Executive Officer/Clerk of the Superior Court of Ventura County

Dated: _____
Deputy Clerk

(A copy of this request was sent by the Clerk of the Court to the Department of Social Services on _____)

(Upon receipt of records from Department of Social Services, to be completed by Clerk of Court)

To the Judge of Ventura County Superior Court:

Attached are the records received by Clerk of the Court from the State Department of Social Services in response to this verified petition.

Executive Officer/Clerk of the Superior Court of Ventura County

Dated: _____
Deputy Clerk

CALIFORNIA FAMILY CODE § 9200 (1/1/07)
Confidentiality of records; Certificate of adoption

(a) The petition, relinquishment or consent, agreement, order, report to the court from any investigating agency, and any power of attorney and deposition filed in the office of the clerk of the court pursuant to this part is not open to inspection by any person other than the parties to the proceeding and their attorneys and the department, except upon the written authority of the judge of the superior court. A judge of the superior court may not authorize anyone to inspect the petition, relinquishment or consent, agreement, order, report to the court from any investigating agency, or power of attorney or deposition or any portion of any of these documents, except in exceptional circumstances and for good cause approaching the necessitous. The petitioner may be required to pay the expenses for preparing the copies of the documents to be inspected.

(b) Upon written request of any party to the proceeding and upon the order of any judge of the superior court, the clerk of the court shall not provide any documents referred to in this section for inspection or copying to any other person, unless the name of the child's birth parents or any information tending to identify the child's birth parents is deleted from the documents or copies thereof.

(c) Upon the request of the adoptive parents or the child, a clerk of the court may issue a certificate of adoption that states the date and place of adoption, the child's birth date, the names of the adoptive parents, and the name the child has taken. Unless the child has been adopted by a stepparent, the certificate shall not state the name of the child's birth parents.

CALIFORNIA HEALTH AND SAFETY CODE SECTION 102705 (1/1/07)
Availability of records and information, on petition and order

All records and information specified in this article, other than the newly issued birth certificate, shall be available only upon the order of the superior court of the county of residence of the adopted child or the superior court of the county granting the order of adoption.

No such order shall be granted by the superior court unless a verified petition setting forth facts showing the necessity of the order have been presented to the court and good and compelling cause is shown for the granting of the order. The clerk of the superior court shall send a copy of the petition to the State Department of Social Services and the department shall send a copy of all records and information it has concerning the adopted person with the name and address of the natural parents removed to the court. The court must review these records before making an order and the order should so state. If the petition is by or on behalf of an adopted child who has attained majority, these facts shall be given great weight, but the granting of any petition is solely within the sound discretion of the court.

The name and address of the natural parents shall be given to the petitioner only if he or she can demonstrate that the name and address, or either of them, are necessary to assist him or her in establishing a legal right.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) BAR NUMBER: ATTORNEY FOR (Name):	Telephone Number	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2110		
PETITIONER RESPONDENT		
CASE PLAN DESIGNATION FORM		
		CASE NUMBER:

The purpose of this form is to change a family law Case Plan designation. All family law cases are assigned to "Case Plan A" at the time of initial filing. Either party can file this form. If the parties do not agree regarding the Case Plan designation, the court will decide the appropriate Case Plan designation.

Please select one of the following Case Plans and indicate the reason for the requested designation:

- ☐ **Standard Case Plan B**, Disposition within 12 months
Parties who have attorneys will usually be on this Plan. Typically cases on this Plan involve limited discovery, and may have no or limited expert testimony.

Case Plan B is appropriate because:

- ☐ Child Custody is disputed ☐ Characterization disputed
☐ Child or Spousal Support is disputed ☐ Other

- ☐ **Complex Case Plan C**, Disposition schedule must be approved by Judicial Officer
Typically cases on this Plan involve extensive discovery with complex disputed issues and may have extensive expert testimony.

All Case Plan C Requirements have been met:

- 6 months since filing initial documents
- Response has been filed
- Declarations re Preliminary Declaration of Disclosure filed
- Proposed Case Plan Progression and Order **ATTACHED**

Case Plan C is appropriate because:

- ☐ Complex Child Custody/Visitation issue ☐ Business Valuation requested
☐ Vocational Evaluation requested ☐ Other

- ☐ **ADR Case Plan D, Disposition within 12 months**
☐ ADR Agreement is **ATTACHED** (VN217)

Date: _____ Date: _____
 _____ Petitioner _____ Respondent

Date: _____ Date: _____
Attorney for Petitioner Attorney for Respondent

The parties are currently participating in:

- Date: _____ Respondent _____

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) Telephone Number BAR NUMBER: ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2110	
PETITIONER RESPONDENT	
<p style="text-align: center;">COMPLEX CASE PLAN C CASE PROGRESSION PLAN AND ORDER</p>	CASE NUMBER:

This form is to be used to submit a proposed Case Progression Plan Order for judicial approval. Parties need only identify Case Events which apply to their particular case. If Case Plan C designation is approved, the Judicial Officer will either approve or adjust proposed Deadlines and Case Events.

The parties jointly represent that they have conferred regarding the following Case Progression Plan and Order, are aware of and will comply with all deadlines and requirements.

I. NOTICES

COMPLEX CASE PLAN C, CASE DESIGNATION CRITERIA:

To request Case Plan C designation the following criteria must have been met:

1. Six months has elapsed since filing the Petition.
2. A Response has been filed.
3. Both parties file or have filed a Declaration re Preliminary Declaration of Disclosure. (Dissolution or Legal Separation only)

CASE REVIEW CONFERENCES:

Case Review Conferences will be scheduled at least every six months. No appearance will be necessary if the parties are complying with the Case Progression Plan and a Family Law Status Report is filed.

CASE PROGRESSION PLAN MUST COMPLY WITH LOCAL RULES:

All proposed Case Progression Plans must comply with Local Rules. Rules regarding Family Law Trials are contained in Local Rule 9.19 FAMILY LAW TRIALS. Rule 9.19 sets out timelines for exchange of information, the time frame to complete discovery, and procedures and grounds for requesting a continuance of trial.

SANCTIONS FOR FAILURE TO COMPLY WITH THE CASE PROGRESSION PLAN:

All parties must comply with the Case Progression Plan Order. Sanctions, including but not limited to those set forth in Local Rule 9.02, may be imposed for noncompliance.

II. CASE PROGRESSION PLAN

	DATE	
Case filed on:		
Response filed on :		
Petitioner's Declaration re Service of Preliminary Declaration of Disclosure filed on:		
Respondent's Declaration re Service of Preliminary Declaration of Disclosure filed on:		
Indicate the parties' best estimate for applicable Case Events		FOR COURT USE ONLY
Case Event	Estimated Deadline or Event Date	Court Approval or Adjustment
Propound Interrogatories/Notice to Produce		
Answer Interrogatories and comply with Notice to Produce		
Complete Depositions		
Produce proof of bank account balances, pensions, or other records, such as: _____		
Parties shall also: _____		
Real Estate appraisals completed		
Vocational Evaluation completed		
Business appraisal completed		
Pension appraisal completed		
Custody Evaluation		
Other (Expert Reports or related issues):		
Deadline for Discovery Cutoff		
Deadline for Exchange of Witness and Exhibit Lists and Documentary Exhibits		
Estimated Mandatory Settlement Conference		
Estimated Trial Date		

Submitted by:

Dated: _____

Signature of Party/Attorney for Party

Dated: _____

Signature of Party/Attorney for Party

III. ORDER

Approved. Case assigned to Case Plan C.

Request Denied, case does not meet Case Plan C criteria. Case assigned to Case Plan B

DATE: _____

Judicial Officer

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)		Telephone Number	FOR COURT USE ONLY
<input type="checkbox"/> ATTORNEY FOR (Name): <input type="checkbox"/> PETITIONER <input type="checkbox"/> RESPONDENT <input type="checkbox"/> SELF-REPRESENTED			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE., VENTURA, CA 93009 <input type="checkbox"/> 4353 VINEYARD AVE., OXNARD, CA 93036			
PETITIONER:			
REQUEST FOR REPORT FROM HUMAN SERVICES <input type="checkbox"/> Family Code sections 7851 <input type="checkbox"/> Probate Code section 1516.5			CASE NUMBER:

(Use this form when you have filed a petition to declare and child free from a parent's custody and control under Family Code section 7800 or Probate Code section 1516.5.)

The petitioner requests that the Ventura County Human Services Agency prepare a report as required under *(check all that apply)*:

- ☐ Family Code sections 7850 - 7851
☐ Probate Code section 1516.5 subdivision (b)

The hearing on the petition is set for _____ *(date and time)* in courtroom _____.

Date: _____

Petitioner/Attorney for Petitioner

On _____ (date) the clerk of the court delivered a copy of the petition, any objection or response to the petition and a copy of this Request to the Human Services Agency.

Dated: _____

Clerk

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) Telephone Number BAR NUMBER: ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 3855 – F ALAMO ST. SIMI VALLEY, CA 93063-2110	
PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT	
<p style="text-align: center;">FAMILY LAW</p> <p style="text-align: center;">APPLICATION AND ORDER FOR CONTINUANCE</p> <input type="checkbox"/> TRIAL <input type="checkbox"/> SPECIALLY SET EVIDENTIARY HEARING	CASE NUMBER:

1. ☐ Petitioner ☐ Respondent requests the court to continue the matter set for:
 Date: _____ Time: _____ Dept. _____ be continued in that department to
 Date: _____ Time: _____. This date has been approved by the Judicial Assistant.

2. ☐ This request is filed **more than 30 days** from the date of the hearing. Good cause exists for the continuance for the reasons stated in the attached declaration.

OR

- ☐ This request is filed **less than 30 days** from the date of the hearing. Extraordinary circumstances exist for the continuance for the reasons stated in the attached declaration.

3. ☐ The other party in this case agrees to the continuance and has signed below.

No appearance is required for an application supported by a stipulation and supporting declarations, unless otherwise ordered by the court.

4. Original filing date of this matter: _____

5. Number of prior continuances for this matter _____

6. Declaration in Support of Continuance is ATTACHED.

Signature of Requesting Party/Attorney: _____

Signature of Responding Party/Attorney: _____

ORDER

The Court has reviewed this motion and makes the following order:

☐ Granted ☐ Denied

Date: _____

 Judicial Officer of the Superior Court

RETURN FAX TO:

Ventura: Dept. 32/33: (805) 477-7118

Dept. 31/34: (805) 477-1900

Simi Valley: (805) 582-7546

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)		Telephone Number	FOR COURT USE ONLY
BAR NUMBER			
ATTORNEY FOR (Name):			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA			
<input type="checkbox"/> 800 SOUTH VICTORIA AVE., VENTURA, CA 93009			
<input type="checkbox"/> 3855 - F ALAMO ST., SIMI VALLEY, CA 93063-2110			
PETITIONER			
RESPONDENT			
<p align="center">FAMILY LAW</p> <p align="center">NOTICE OF MATTER TO BE TAKEN OFF CALENDAR</p>		CASE NUMBER	

1. ☐ Petitioner ☐ Respondent requests the court to take off calendar the matter set for:
 Date: _____ Time: _____ Dept. _____

2. ☐ Opposing party was not served with moving papers.

OR

☐ Moving papers have been served, responding party and DCSS if a party, have been notified by telephone that this matter is being taken off calendar and no affirmative relief has been requested by responding party or DCSS.

OR

☐ The responding party agrees to have the matter taken off calendar. This is only required if responding papers requesting affirmative relief have been filed.

_____ Signature of Petitioner or Attorney	_____ Phone No.	_____ Fax No.	_____ Date
_____ Signature of Respondent or Attorney	_____ Phone No.	_____ Fax No.	_____ Date
_____ Signature of DCSS (if applicable)	_____ Phone No.	_____ Fax No.	_____ Date

NOTE: IF THIS CASE IS NOT COMPLETE, THE COURT, ON ITS OWN MOTION, WILL SCHEDULE A STATUS REVIEW CONFERENCE REGARDING FILING THE JUDGMENT OR OTHER APPROPRIATE DOCUMENTS. THE PARTIES WILL BE NOTIFIED OF THE DATE AND TIME OF THE CASE REVIEW CONFERENCE.

MEDIATION

If you had an appointment for mediation, you MUST fax a copy of this form to 805-654-2240.

RETURN FAX TO:
Ventura: Dept. 32/33: (805) 477-7118
Dept. 31/34: (805) 477-1900
Simi Valley: (805) 582-7546

VN230

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) E-MAIL ADDRESS ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 3855 - F ALAMO ST. SIMI VALLEY, CA 93063-2110		Telephone Number	FOR COURT USE ONLY
PETITIONER: RESPONDENT:		CASE NUMBER:	
REQUEST FOR CONTINUANCE <input type="checkbox"/> NOTICED MOTION <input type="checkbox"/> OSC <input type="checkbox"/> MSC		HEARING DATE: _____ TIME: _____ COURTROOM: _____	

THIS FORM MUST BE SUBMITTED AT LEAST TWO COURT DAYS BEFORE THE HEARING

MEDIATION

If mediation is required and you want to continue mediation, you must: (1) Obtain available date(s) from Family Court Services @ 805-662-6694 before submitting to the Court; and (2) Fax copy of Order if Granted to 805-654-2240.

Complete Section 1 if this is the first request for a continuance.

Complete Section 2 if this is NOT the first time the parties have requested a continuance.

Section 3 must be completed by all requesting parties.

Section 1: First Continuance

- ☐ I have not been able to serve the opposing party.
☐ This is the first request for a stipulated continuance. (Both parties must sign this form)

Section 2: Further Continuances

This OSC, Motion or MSC has been continued before. Total number of prior continuances:

- ☐ I have not been able to serve the opposing party.
☐ The parties are requesting another continuance. Attached is a declaration that establishes good cause for this request.

Section 3: Requested Date: Date: _____ Time: _____

Signature of Requesting Party or Attorney

Phone No.

Fax No.

Date

Signature of Responding Party or Attorney

Phone No.

Fax No.

Date

Signature of DCSS (if applicable)

----- ORDER -----

☐ Granted ☐ Denied. Additional Comments: _____

Date: _____

Judicial Officer